

Membership Balance Plan
Army Education Advisory Committee

Agency: Department of Defense

1. **Authority:** The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Army Education Advisory Committee (“the Committee”).
2. **Mission/Function:** The Committee will provide independent advice and recommendations to the Secretary of Defense or the Deputy Secretary of Defense, through the Secretary of the Army and the Chief of Staff of the U.S. Army, on matters relating to U.S. Army educational matters. Specifically, the Committee will focus on matters pertaining to the educational, doctrinal, and research policies and activities of the U.S. Army’s educational programs, to include the U.S. Army’s joint professional military education programs. The Committee will assess and provide independent advice and recommendations across the spectrum of educational policies, school curricula, educational philosophy and objectives, program effectiveness, facilities, staff and faculty, instructional methods, and other aspects of the organization and management of these programs. In addition, the Committee shall provide independent advice and recommendations on matters pertaining to the Army Historical Program and the role and mission of the U.S. Army Center of Military History, particularly as they pertain to the study and use of military history in Army schools.
3. **Points of View:** The Committee shall be comprised of not more than 15 members and shall include not more than 13 individuals who are eminent authorities in the fields of defense, management, leadership, and academia, including those who are deemed to be historical scholars; the Chief Historian of the Army, U.S. Army, Center of Military History; and the Assistant Deputy Chief of Staff, G-3/5/7 for U.S. Army Training and Doctrine Command, who shall serve as a non-voting member of the Committee. Membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the Committee.

The Department of Defense (DoD), in selecting potential candidates for the Committee, reviews the educational, experiential, and professional credentials of individuals and bases its selection on this review and the subject matter expected to be handled by the Committee. The Department has found that viewing the complex issues facing the DoD through a multi-disciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions. Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest.

The Committee’s membership balance is not static and the Secretary of Defense or the Deputy Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army as the Committee’s sponsor. In addition, the Department, unless otherwise required by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Committee members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time permanent part-time Federal employees, shall be appointed as experts or consultants under the authority of 5 U.S.C § 3109 to serve as special government employee (SGE) members. Those individuals who are full-time or permanent part-time Federal employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The appointments of Committee members shall be renewed on an annual basis by the Secretary of Defense.

4. **Other Balance Factors:** N/A
5. **Candidate Identification Process:** The Department of the Army, in selecting potential candidates, reviews the educational and professional credentials of all individuals to ensure they are pre-eminent in one or more fields of defense, management, leadership, and academia, including historical scholars. Potential candidates may be identified by current Committee members, subcommittee members, and by Army and DoD leadership.

Potential candidates are assessed by the Executive Director/Designated Federal Officer and the Committee Chair. The list of candidates is narrowed down to attain a balance between experience and qualification credentials, expertise, and the subject matter anticipated to be reviewed by the Committee. Prospective candidates are then reviewed by U.S. Army Training and Doctrine Command senior leadership and by the Assistant Secretary of the Army for Manpower and Reserve Affairs prior to submission to the Secretary of the Army. The Secretary of the Army evaluates potential candidates to ensure the Committee achieves a balance between education, profession, and overall expertise necessary and appropriate for tasks before the Committee.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan. Concurrently, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members. The Secretary of the Army then formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of Committee members for a term of one-to-four years, but no member may serve more than two consecutive terms of service without approval from the Secretary of Defense or the Deputy Secretary of Defense. The same term of service limitations also apply to any DoD authorized subcommittees.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

6. **Subcommittee Balance:** The Department, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members, and these individuals may come from the parent committee or may be new nominees, as recommended by the Committee's sponsor and based upon the matters under consideration.

The Committee currently has four permanent subcommittees: the United States Army War College Board of Visitors, the Command and General Staff College Board of Visitors, the Defense Language Institute Foreign Language Center Board of Visitors, and the Department of the Army Historical Advisory Subcommittee.

The members of the United States Army War College Board of Visitors, the Command and General Staff College Board of Visitors, and the Defense Language Institute Foreign Language Center Board of Visitors subcommittees shall be eminent authorities in the fields of defense, management, leadership, and academia. The members of the Department of the Army Historical Advisory Subcommittee shall be comprised of eminent authorities in the field of academia who are deemed to be historical scholars and the following *ex officio* members:

1. Dean of the Academic Board, U.S. Military Academy
2. Deputy Commanding General, U.S. Army Training and Doctrine Command
3. Deputy Commandant, U.S. Army War College
4. Deputy Commandant, U.S. Army Command and General Staff College
5. Deputy Administrative Assistant to the Secretary of the Army
6. Chief Historian of the Army, U.S. Army, Center of Military History

Subcommittee members, who are not full-time or permanent part-time Federal employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Individuals who are full-time or permanent part-time Federal employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members. No subcommittee member may serve more than two consecutive terms of service without Secretary of Defense or Deputy Secretary of Defense approval.

7. **Other:** As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. **Prepared:** July 23, 2014